

Minutes of Meeting 5 of 2016
Mount Lawley Senior High School - School Board Meeting
Warren Daniel Conference Room, MLSHS
Monday, 15 August 2016 at 5:30pm

ATTENDEES:

Dr Jenny Fay (Chair), Milton Butcher – Principal, Nigel Becroft – Parent Representative, Dr Mandie Shean, ECU – Community Representative, Anne Tumak – Staff Representative, Michael Camilleri – Staff Representative, Jo Furness – P & C Representative, Rob Bryant – Community Representative, Madison Birch – Student Representative, Jason Kim – Student Representative, Nicole van Blommestein (Scribe)

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Jenny Fay at 5:36pm. The Chair welcomed back Mandie who has been working overseas.	
1.2	Apologies: Martin Dempsey- Community Representative and Ebru Cotton – Parent Representative.	
1.3	Confirmation of Agenda: The Chair confirmed the agenda for the meeting. All documents relating to the meeting should have been received by the Board via email and were also provided in files.	
2.0	Disclosure of Interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 5 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 20 June, 2016 (attachment 1) were tabled. There were no amendments to these Minutes. Rob Bryant and Nigel Becroft moved: 'The Board endorses the minutes of the previous meeting as complete and accurate.' – CARRIED.	
3.2	Business arising from the previous meeting: • Nil.	
4.0	Reports and Operational Matters	
4.1	<p>Finance Report</p> <p>The financial documents (attachment 2) were tabled and Milton gave a verbal overview of their contents. He reported that:</p> <ul style="list-style-type: none"> • As at 8 August the school was \$472,000 in front on salary, an increase of \$90,000 since the last meeting. Part of this is sick leave that the school does not pay. The salary variance constantly changes. • The Cash Report indicates expenditure of \$1.2 mill from a \$2.7mill budget. The school goods and services component is 41% expended. • Projected salary expenditure is under budget and not expected to exceed budget - close to budget which is also a good feature. • The school is close to budgeted figures for voluntary contributions and charges. Facilities hire and other revenues exceeds the budget. In terms of expenditure, administration sits at 50%. Curriculum and student services are of some concern in terms of reaching required expenditure of 96%, as currently at 60%. Maintenance is under projections, however, several large jobs have not progressed due to service providers inaction. • The school is required to spend \$16.3mill and is projected to spend \$17mill but current forecasts suggest expenditure will not reach this amount, however, on track to meet the 96% expenditure requirement. <p>Questions arising from report – Jenny stated that it makes it hard for the Board to pass expenditure when figures vary so much from day to day. Milton stated that he has raised this issue with the Director General. The school is in a good financial position.</p> <p>Jenny Fay and Jo Furness moved: '<i>The Board notes the Finance Report.</i>' – CARRIED.</p> <p>Milton tabled an application from the Literacy Fund for \$1,062 to write further literacy booklets. The Bike Club now has a data plan.</p> <p>Jason Kim and Madison Birch moved: '<i>The Board endorses the expenditure</i></p>	

	<i>request as tabled.’ - CARRIED.</i>	
4.2	<p>Principal's Report Milton reported that:</p> <ul style="list-style-type: none"> • The Selection Panel for the Level 3 Maths Leader is open for a Board member to join. Nigel volunteered to act for the Board and Anne will also be a member. • The recently held VIP breakfast was successful. Milton passed on his thanks to all who attended. • The school recently had a number of Japanese student visitors. Two principals looking to form a sister school relationship with us, however, does not suit this school – need the right one. • Jan Roberts will visit our sister school in Timor and take resources for them. • The school hosted the Honorary Korean Consular General who enjoyed the opportunity to look at the Korean studies being undertaken in the school. She also spoke about her duties as diplomat. • Planning is underway for 2017 subject selections. Year 9 is looking to introduce a measure of choice within their timetable. • OLNAs are progressing. The school has around 100 students undertaking this. Twelve of these are Year 12 students who are high priority. It is anticipated that some of these will not pass. Extensive support measures are in place, however, not all students participate. • The Honours assembly was held last month where the orchestra was enjoyed by all. • Four members of the Year 10 Academic Class won the Town of Vincent History Prize for local history. Also working on Purslowes case study. • Former student, Alice Ingrey is competing in the Rio Olympics as part of the Archery Team. Another former student, Shannon Berry, is appearing in the <i>Offspring</i> television series. <p>Jo Furness and Anne Tumak moved: <i>'The Board notes the report.'</i> – CARRIED.</p>	
4.3	<p>Student Report Madison reported as follows:</p> <ul style="list-style-type: none"> • In the Mock Trial Teams, the Year 11/12 team made the final. There were also 2 Year 10 teams who just missed out. • The Student Council is currently looking into holding Inter-house competitions which do not involve sport. • The orchestra at the Honours Assembly was really appreciated by students. • Students are generally happy although many are currently away due to sickness <p>Mandie Shean and Nigel Becroft moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.4	<p>Staff Report Michael reported that:</p> <ul style="list-style-type: none"> • During Term 2 the school held a Languages Week which was successful with many students and staff involved. The event included cultural activities, food and visitors from the community. • The Year 9 and 12 High Achiever's breakfast was recently held. • The National School Opinion Survey has gone out to all staff and parents with students to receive theirs shortly. • The Year 8 Sports Carnival was recently held and despite adverse weather was enjoyed by the students with a high turnout. • The school is working on an amended Student Behaviour and Engagement policy. This addresses departmental policies in terms of how the school manages student issues. There is more focus in engaging the student and less on negative sanctions, however, standards will still apply. • The Chaplaincy submission for funding is in progress. The Board have all 	<p>Milton will email the 2015 survey results to Board members. When completed, this policy will be brought to the Board for consideration.</p>

	<p>endorsed and support the position, however, this will need to be officially endorsed again later in the year. Agendered in Term 4.</p> <p>Anne provided the following in relation to the Staff Report:</p> <ul style="list-style-type: none"> • The school recently had two students attend the Shanghai International Camp run by the International Australian China Friendship Society. • We have been invited to the Chinese Consulate Open Day next week - anticipated that approximately 80 students will be visiting. • Parents have received an A4 page in the Reporting Package about a new phone App developed by Schoolbag. The old App is still available. The functions of the App include the Newsletter, absentees and information on Cadet transportation. The new App is better than the old one. Jo advised she would raise this at the next P & C meeting and they may look to send something out to parents in addition to the Reporting Package. <p>Milton advised that Dr Dale Irving has been nominated for Teacher of the Year in the Teacher Excellence Awards. Congratulations were also given to Rob Reeves who is a gold medallist in Scottish pipe band awards.</p> <p>Rob Bryant and Jason Kim moved: <i>'The Board notes the report.'</i> - CARRIED.</p>	
4.5	<p>P&C Report</p> <p>Jo advised that the P & C have not met since the last meeting and therefore there is no P & C Report. The meeting is next week.</p>	
5.0	Discussion Items	
5.1	<p>Application from Collective Hope Church to hire facilities and enter into deed of agreement</p> <p>Milton advised the church is seeking to use the Year 9 building to conduct services on Sundays. They are on a Community Use Agreement at the moment. The agreement is for one year with a review on completion.</p> <p>Michael and Camilleri and Rob Bryant moved: <i>'The Board authorises the Chair to sign the Deed of Agreement to hire facilities to the Collective Hope Church.'</i> – CARRIED.</p>	
5.2	<p>Aboriginal Cultural Standards Framework – School Self-assessment.</p> <p>The Aboriginal Cultural Standards Framework school self-assessment (attachment 3) was tabled. Milton had asked the Leadership Group to assess where the school sits in relation to cultural standards. The two Aboriginal program were be excluded from this in order to assess how the school fares across general operations. There was a discussion of the report.</p> <p>Jason Kim and Madison Birch moved: <i>'The Board notes the school self-assessment on the Aboriginal Cultural Standards Framework.'</i> - CARRIED.</p> <p>Mandie advised that she is interested in collaborating with the ECU on some of the information outlined in the Framework.</p>	
5.3	<p>Reporting to Parents</p> <p>Options for Parent/Teacher Reporting Meetings paper (attachment 4) was tabled. Milton reported that only 25% of parents turned up for parent teacher interviews in Term 2, significantly less than Term 1. Discussion arose as to whether the school should look to move the report date from last week of Term 2 to the first week of Term 3. Different options as per the tabled document were discussed. Jo advised the P & C are also going to discuss this next week. Of the suggestions, the Board are currently in favour of Option 3 but are open to input from the P & C and staff. This will be considered at a future meeting.</p> <p>Michael Camilleri and Jo Furness moved: <i>'The Board notes the Reporting to parents report.'</i> – CARRIED.</p>	
5.4	<p>Delivery and Performance Agreement (DPA)</p> <p>The above document, (attachment 5) was tabled. Milton advised that page 3 of the DPA references the funding agreement and stated he is preparing a report</p>	

	<p>on the school's commitments and how met. The DPA report is similar to the report tabled last year. Milton reminded members that it is a three year document and adjustments represent 2016 developments.</p> <p>Jenny asked that a report to the School Business Plan be tabled for discussion at the next meeting.</p> <p>Michael Camilleri and Jo Furness moved: <i>'The Board notes the 2016 DPA report.'</i> – CARRIED.</p>	
5.5	<p>Unpaid Charges Rob Bryant and Jason Kim moved: <i>'The Board endorses the referrals to a debt collector for unpaid charges.'</i> – CARRIED.</p>	
5.6	<p>Board Development Program Milton advised that there is now a development program for school board members. This contains information about a two day course on board governance and training. Three members, including the Principal and Board Chair are to attend. No dates have yet been set for the program and Milton will keep the board informed.</p>	
6.0	Other Business	
6.1	Jenny advised that she has made contact with Willetton SHS to cross fertilise ideas for comparisons on how boards are running. No Board members had any concerns with a reciprocal visit to meetings by a Willetton Board member.	
6.2	Jenny has also received letter from the Community and Public Sector Union in relation to government funding that has been withdrawn from the Responsible Parenting Programme. After reading the letter, Jenny felt that no reply was necessary. Milton agreed as the school does not engage with this program.	
7.0	Next Meeting	
	The next meeting is scheduled for Monday, 19 September, 2016 at 5:30pm in the Warren Daniel Conference Room, MLSHS. Jenny will be an apology at that meeting and Jo has volunteered to chair.	
8.0	Roundtable evaluation of the meeting	
	Mandie noted that the meeting finished ahead of time and commended Jenny for her fantastic chairing.	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Jenny at 7:10pm.	

Signed (Chair) _____
Jo FURNESS for Jenny FAY

Date: _____